

Job Title:	Registrar High School	Wage/Hour Status:	Hourly
Reports to:	Principal	Pay Grade:	306
Dept./School:	Assigned Campus	Date Revised:	May 4, 2021

Primary Purpose

Maintain complete and accurate records under the supervision of the principal.

Qualifications**Education/Certification**

High School Graduate/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on the District's clerical SET test
- Knowledge of computer technology terms and data entry/processing
- Knowledge of district policies and procedures, state regulations concerning enrollment, residential requirements, and credit requirements
- Strong organizational, communication and interpersonal skills

Experience

Three (3) years clerical or secretarial experience

Major Responsibilities and Duties

1. Coordinate and assist with pre-registration and registration.
2. Maintain and update Academic Achievement Records/cumulative records for students.
3. Prepare an accurate list of graduates for verification.
4. Assist in the preparation of eligibility reports.
5. Compile, order, receive, and assemble diplomas for graduation.
6. Archives grades.
7. Coordinate and process the transfer and withdrawal of students.
8. Tabulate and verify student ranks and honor awards.
9. Produce transcripts upon request, and log E-doc when transcripts are sent (electronic system).
10. Prepare and complete letters and forms related to student enrollment for various governmental agencies.
11. Verify and issue residence checks on new students with improper identification.
12. Control and verify district student identification numbers and state (T.E.A) numbers.
13. Collect and input PEIMS data in areas of demographics, leavers and course completions.
14. Magnet Schools: issues and process applications for placement, waiting list and denials-contact schools and parents with results (approximately 200 to 250 applications per school year).
15. Request student records from sending school and disseminate to appropriate personnel.
16. Perform other duties as assigned by supervisor.

Equipment Used

PC Computers, Printer, Fax Machine, Copier, Risograph, Calculator and Scanner

Physical and Mental Job Requirements**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions, repetitive hand motions and prolonged use of computer

Terms of Employment

221 days: hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.